

SECTION: Human Resources NUMBER: A-001-01-0018

AREA: General DATE: 9/1/10

SUBJECT: Workplace Threats & Violence REVIEWED: 03/23/2022

I. PURPOSE

Nothing is more important to Rocky Mountain College than the safety and security of its employees. Rocky Mountain College has zero tolerance for violence in the workplace, which includes zero tolerance for acts of intimidation, harassment, threats of violence (whether express or implied), or acts of violence on Rocky Mountain College's premises, while on College business, or against another College employee, either during or after working hours. Any of the aforementioned acts of violence against employees, visitors, guests or other individuals by anyone will not be tolerated and must be reported to a supervisor immediately. Violations of this policy will lead to disciplinary action up to and including termination and potentially arrest and prosecution.

II. POLICY

- A. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Rocky Mountain College's property shall be removed from the premises as quickly as safety permits, and shall remain off Rocky Mountain College's premises pending the outcome of an investigation. Rocky Mountain College will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.
- B. No existing Rocky Mountain College policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.
- C. All Rocky Mountain College personnel are responsible for notifying their supervisor or another member of the management team of any threats they have witnessed, received, or been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which may be regarded as threatening or violent, when that behavior is job related or might be carried out on a College controlled site, or is connected to College employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

D. All individuals who apply for or obtain a protective or restraining order, which lists College locations as being protected areas, must provide to the Human Resource Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Rocky Mountain College understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees